



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin
Department of Health and Family Services

DIVISION OF DISABILITY AND ELDER SERVICES

BUREAU OF QUALITY ASSURANCE
1 WEST WILSON STREET
P O BOX 2969
MADISON WI 53701-2969

Telephone: 608-266-8481
FAX: 608-267-0352
TTY: 608-266-7376
dhfs.wisconsin.gov

Date: July 7, 2006 **DDES-BQA Memo 06-015**

To: Caregiver Background Check Pilot Entities

From: Jane Walters, Deputy Director

Via: Otis Woods, Director

Federal Caregiver Background Check Pilot
Quarterly Data Collection Tool

The purpose of this memo is to inform entities covered by the Federal Caregiver Background Check Pilot of the changes in the data collection process.

The Centers for Medicare and Medicaid Services (CMS) requires that all pilot states submit hiring data on a quarterly basis. Wisconsin's data report is due to CMS 45 days after the end of the quarter. Significant time was spent in the first quarter clarifying data submitted by entities. The following changes have been made to ensure that accurate data is submitted to CMS by the 45 day deadline:

1. Quarterly Data Collection Tools are due to the Bureau of Quality Assurance (BQA) within 23 days after the end of the quarter.

The due date for data submissions by entities was moved up seven days to provide BQA staff time to contact entities for clarification on data submissions. Therefore, the next data collection tool for the time period of April – June 2006 is due to BQA on or before July 23, 2006.

2. Quarterly Data Collection Tool has been revised.

Several changes have been made to the Data Collection Tool to address commonly-asked questions.

General Changes

- The tool has been split into sections. The section headers clarify which caregivers are included in that section.
- Notes are provided to clarify key questions. Not every question has a note. The notes address issues that were raised by several entities. For a full explanation, entities should refer to the Instructions for Completing the Quarterly Data Collection Tool.
- After Sections II and IV, there is a box that says “double check.” These boxes remind entities to double check their math.

Entity Information

- “Entity License Number(s)” has been replaced by “Entity Address(es).”
- “Date Completed” has been removed.

Section I

- The title for Question 1 has changed from “Total Number of Background Checks (BC) Completed” to “Total Number of Caregivers Hired/Not Hired.” The purpose of the question is the same. This section includes **all** caregivers who started the hiring process (completed a Background Information Disclosure form) after the pilot start date; **AND** who were either hired, or not hired, within the report quarter.

Section II and III

- No changes.

Section IV

- Missing Disposition questions have been moved to Section V.

Section V

- Two new questions have been added to address the issue of missing dispositions. Question 10 asks for the percentage of all state criminal history results with missing dispositions for relevant arrests, and Question 11 asks the same question about FBI criminal history results. Relevant arrests are for crimes on the Wisconsin Offenses List, the Federal Crimes List, or crimes that are substantially related to the position.

3. Excel Tracking Spreadsheet has been updated

Entities may continue to use the Excel Tracking Spreadsheet to submit data. A revised version of the Excel Tracking Spreadsheet is available. The revised version includes question 11 and question 12 regarding the missing dispositions. Entities may also use their existing Excel Tracking Spreadsheet. In this case, please write in the answer to questions 11 and 12 before submitting the report to BQA.

When entering data, please:

- Be sure to fill in relevant data correctly and completely.
- Use the drop down boxes when provided. Do not type in your own responses. These will not be recognized by the quarterly reports.
- Enter the Hiring Decision Date for caregivers who are hired only after all background checks are completed. Do not enter a hiring decision date if the caregiver is provisionally hired.

Before submitting the report, please double check the math. If the subtotals do not add up, review the data entry for missing or inaccurate information.

Webcast

A webcast detailing the changes to the data collection process is available on the pilot website at <http://dhfs.wisconsin.gov/caregiver/fedBCpilot.htm>. The webcast may be viewed at any time.

A webcast is the transmission of sound and images via the World Wide Web. By using Mediasite technology for webcasts, the Department is enabling employees, partners, and members of the community to participate in and/or view meetings, events and/or presentations that they cannot, or could not, attend in person. This technology also allows the Department to archive these webcasts for future reference.

To participate in, or view, a webcast; please ensure that your computer meets all of the prerequisites. Learn more about webcast technology and prerequisites at <http://dhfs.wisconsin.gov/webcast/>.

Questions

Please direct all questions regarding this memorandum (including requests for the revised Excel Tracking Spreadsheet) to the Office of Caregiver Quality at **Caregiver_Pilot@dhfs.state.wi.us**.

You may also contact: Rebecca Swartz at (608) 243-3876 or **swatrj@dhfs.state.wi.us**
Mary Kinnaird at (608) 243-2051 or **kinnamj@dhfs.state.wi.us**

Thank you for your attention to this matter.